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County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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"To enrich lives through effective and caring service"

August 3, 2015

To: Audit Committee

From: Dave Chittenden 
Chief Deputy Director

Subject: **REVIEW OF BOARD POLICY NO. 5.030 – LOW-COST LABOR RESOURCE PROGRAM**

Based on the request of the Executive Office of the Board, the Internal Services Department reviewed Board Policy 5.030, Low-Cost Labor Resource Program, and is recommending the following changes, which are included in the attached red-line version of the policy:

- Purpose Section – Revise the purpose section to be consistent with the policy section.
- Reference Section – Add a link to the "Low-Cost Labor Resource Providers" list (list attached).
- Policy Section – Expand the scope of contracts where low cost resources may be provided under this program.
- Date Issued/Sunset Date Section – Revise the sunset review date to October 3, 2019.

The Low-Cost Labor Resource Providers list has been added to the County's Purchasing and Contracts web portal (under Programs) for further reference.

If you have any questions regarding this policy review or recommendations, please contact Joe Sandoval at (323) 267-2109, or via email at: jsandoval@isd.lacounty.gov.

DC:JS:YY

Attachments

c: Acting Executive Officer, Board of Supervisors

LOW-COST LABOR RESOURCE PROVIDERS
(Board Policy No. 5.030)

DEPARTMENT	PROGRAM	SERVICES	CONTACT	TELEPHONE NO.
N/A	CA Conservation Corps	Services include: landscaping and park development; park and trail maintenance, brush removal, irrigation system installation, fence construction, and recycling	Edgar Lino	(213) 744-2254
Probation	Juvenile Alternative Work Service (JAWS)	Public works projects which consist of roadside weed and brush clearance, painting of guardrail and other needed tasks.	Daniel Aceves	(323) 226-8827
	Probation Adults Alternative Work Service (PAAWS)	Weed abatement, landscaping, general cleanup, painting, beach cleanup, flood channel cleanup and sand bagging.		
Public Social Services	Workfare Program	Soft skills training, mailing and street maintenance/clean-up, and in some instances classroom instruction.	Oanh Ngo	(562) 908-6746
Sheriff	Community Based Alternatives to Custody (CBAC)	Manual labor such as trash pick-up, building maintenance, grounds maintenance, and beautification projects	Linda Brodka	(213) 893-5345
	Work Release Program (WRP)			



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.030	Low-Cost Labor Resource Program	10/03/95

PURPOSE

Designates the Internal Services Department as the focal point to provide information, guidance and status on various low-cost County resource programs available to County departments ~~user/management entities for facilities and~~ for landscaping, grounds and general maintenance and other unskilled labor tasks.

REFERENCE

September 20, 1995 memo to Each Supervisor from the Director of Internal Services Department entitled Low-Cost County Labor Resource Option Report.

October 3, 1995 Board Order, Synopsis 50

Low-Cost Labor Resource Providers

POLICY

The County Board of Supervisors has designated the Internal Services Department as the focal point to provide information, guidance, and status on various low-cost County resource programs available to County departments ~~user/management entities for facilities and~~ landscaping, grounds and general maintenance and other unskilled labor tasks.

Departments are required to consider low-cost County resource options in lieu of or as supplements to any future contracts ~~for which may include but not limited to~~ landscaping, and grounds and general maintenance and other unskilled labor ~~intensive requirements tasks (e.g., graffiti removal)~~ and discuss utilization possibilities in Board

letters recommending new/renewal contracts.

RESPONSIBLE DEPARTMENT

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: October 3, 1995

Review Date: December 18, 2003

Review Date: August 16, 2007

Review Date: September 15, 2011

Review Date: July 20, 2015

Sunset Review Date: October 3, 2003

Sunset Review Date: October 3, 2007

Sunset Review Date: October 3, 2011

Sunset Review Date: October 3, 2015

Sunset Review Date: October 3, 2019

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